

ADMINISTRATIVE

FILE 76-2375

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76-4201

20 AUG 1976

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : Request for Approval to Continue Ad Hoc Contacts  
with Other Government Components

REFERENCE : (a) Memo for DDA Office Directors from Ex Off, DDA, dtd  
4 Aug 76; Subj: Procedures for Rendering Agency  
Assistance to other Government Components

STATINTL

(b) HR ☐ Annex E

1. Reference (b) requires approval for the initiation or continuation of assistance by this Agency to other government components. For many years the Position Management and Compensation Division of the Office of Personnel has routinely maintained, and continues to maintain, contact with the Civil Service Commission and various other government departments and agencies for the purpose of exchanging information on position classification matters. The bulk of these contacts are made with position classifiers in other government components and are initiated by OP/PMCD although, on occasion, position classifiers from these other government components initiate the contact. Such contacts are made for the purposes of exchanging information on position classification, i.e. titling and grading, relative to given occupations or types of jobs. All contacts are made on ad hoc basis as necessary and usually take the form of phone calls, although visits between respective offices are made when a more thorough discussion of position classification information is desired.

2. Accordingly, it is requested that approval be granted to continue these ad hoc contacts with other government components as is necessary to exchange information on position classification matters.

STATINTL

APPROVED ☒

DISAPPROVED ☒

/s/ Michael J. Malenick

22 OCT 1976

Deputy Director for Administration

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